

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
Monday, September 28, 2020
Social Hall, Active Living Center
6:30 PM**

- 1. Welcome & Call to Order – President Bill Stewart**
- 2. Attendance Roll Call**
- 3. Approval Minutes –**
 - 3.1 August 24, 2020**
- 4. Introductions & Presentations**
 - 4.1 Recognition of Shelly Lee’s Service as a Board Member**
 - 4.2 Recognition of James (Hector) Robertson’s Service as a Board Member**
 - 4.3 Introduction of Scott Jenkins newly appointed member of the Parks & Recreation Board**
- 5. Public Comments**
- 6. President’s Report**
- 7. Board Member Comments**
- 8. Report – Projects & Programs Committee**
- 9. City Manager Comments**
- 10. Director’s Report**
 - 10.1 Administration**

The Memorandum of Agreement between the City of Winchester and Shenandoah University was approved by the Winchester City Council during the Regular Council meeting September 22nd. Improvements to Bodie Grim and Henkel Harris Fields are scheduled to begin in early October concluding in early spring enabling the fields to be utilized by Handley High School Baseball and Softball. Bridgeforth and Rotary Fields will remain under the Parks & Recreation Department for maintenance, scheduling and promotions until August 1st of 2021.

10.2 Virginia High School League (VHSL)

The VHSL Executive Committee has adopted Championship + 1 Schedule. The schedule has identified 4 Seasons beginning on December 14th with the Winter Season and continuing. The seasons impact the department as we host Swim, Baseball and Softball. Each sport will play 60% of the normal contests which would be normally permitted. The full informational packet as received by the department is attached for informational purposes.

10.3 Ruth Jackson Memorial Park

The Ruth Jackson Memorial Park located at the corner of S. Kent and East Cecil Streets is scheduled to be dedicated on Thursday, October 15, 2020 at 11:00 AM. Planning for the event is moving forward in a coordinated effort with Parks & Recreation, Planning & Zoning, Public Works and the City's Communications Department. As plans are completed so will be amenities to the park. These will include an interpretative marker, sign identifying the park, planters and benches. The completion of this neighborhood park has been a long time reaching completion but it is strategically located immediately adjacent to the Green Circle Trail, is located on an historical site in the downtown area and is at the terminus/beginning of the section of the Green Circle Trail which parallels a portion of the Town Run. Please save the date and plan on attending.

10.4 Aquatics

Outdoor Aquatics Facility

Closed for Season – September 7th – Labor Day

Indoor Aquatic Facility

Opened – Tuesday, September 8th – Day After Labor Day

Programs Offered– Lap Swim, Aquatic Exercise, Senior Swim, General Swim and Swim Team Practice

No Swim Lessons Currently being Offered

Occupancy Load Restricted to 8 Applying Social Distancing for all activities except lap swimming. Lap Swim and Swim Team Practice will be permitted 12 swimmers. Six (6) will be on each end of the pool providing separation.

10.5 Maintenance

Finalizing Sensory Trail – Awaiting Additional Posts

Continuing Mowing all Areas

Authorized to Fill One Maintenance Tech Position and Two Seasonal

Wilkins Lake and Surrounding Area - Maintenance in Scheduled

10.6 Facilities

Cleaning & Sanitizing Plans Continuing

Received Hydrogen Peroxide Sanitizing Equipment -

Parks continuing to Host City Council Meetings in Social Hall

10.7 Staffing – Hiring Freeze Continuing – Vacancy Status

Administration:

Administrative Assistant – **Posted 144 Applications Received**

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – One (1) Interim In-Place – One Full Time Position Vacant, Other Currently Filled will be Vacant October 9th

Part time Lifeguard Positions – **1 Interviewed**

Maintenance

Superintendent - Robert Garrett – Serving as Interim Superintendent - Vacant

Maintenance Tech – 33 Applicants - **2 Interviews Conducted**

Seasonal – No Interviews Conducted

Facilities

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

Child Care

Several Part Time Positions

10.8 Group E-mail –

Amy Simmons, Director of Communications for the City has advised that group e-mails are being established for Boards and Commissions and such will be included on the meeting calendar as an option for submitting public comments prior to **virtual** meetings. If the Board is having a virtual meeting and comments are received the comments should be read aloud as recommended by the City Attorney. Additionally, virtual meetings must provide a public comment section on the agenda and the public must be provided an opportunity to speak via the virtual platform that is being used. Sam and I are on the list of individuals to receive the e-mails. **Amy directed that Board members may receive e-mails from the public via this e-mail address but should not respond as Sam and I are to address these.** Should Board members receive e-mails from this address please forward to Sam or me. We will address the e-mail as well as include the Board member in any response. The e-mail address is parksboard@winchesterva.gov .

11. Assistant Director Report

11.1 Parks & Recreation Seasonal Guide

Winter/Spring 2021 Guide – Design Schedule Established

11.2 Abrams Creek Wetlands

Dedication recognizing the Garden Club of America for their contribution through a grant to the Winchester, Clarke, Garden Clubs of \$30,000 for the continual maintenance and preservation of the site. Ceremony will be conducted Friday, October 2nd at 12:00 PM.

Fall trimming and cutting of the Wetlands will be conducted Friday, October 2nd and Saturday, October 3rd from Noon -4:00 PM and 8 AM – 12:00 PM respectively. Department staff will be on hand to assist in the cutting of larger brush and trees while volunteers will be in attendance to assist with the pruning of smaller undergrowth. The pruning of the undergrowth and the cutting of larger brush and trees will be immediately followed by spraying the raw cut edge with a herbicide to prevent regrowth of the unwanted vegetation.

Board members are welcome to attend the dedication ceremony and assist with the volunteer pruning and cutting. Appropriate footwear is a must.

11.3 Special Events

Frederick Douglass Family Days – Conducted Sunday, September 13, 2020 at Frederick Douglass Park. All reports indicate the event was a success and was attended by an estimated 350 individuals. This is a significant reduction from previous years due to the COVID-19 virus and the occupancy load criteria reducing gatherings to no more than 250 individuals.

Santa Tour – In lieu of a Holiday Parade during this holiday season Santa will be touring the City to greet all the good boys and girls in their respective home neighborhoods. The Santa tour was decided upon following a meeting with Mayor Smith, Interim City Manager, Mary Beth Price, EDA Director Shawn Hershberger and a member of his staff and representatives of Parks and Recreation. The concern for a parade or a reverse parade was the ability to maintain proper social distancing. It was the opinion of those attending the meeting that a touring Santa would be the safest format for this year.

Tree Lighting – The customary tree lighting is being deferred in lieu of a virtual tree lighting ceremony. This will provide the opportunity for view the tree lighting and the shenanigans of Elves in the safety and comfort of the individual's home.

Santa's Workshop – At the present time Santa's Workshop is not looking favorable due to the criteria associated with social distancing.

Letters from Santa – Continues to be a go. Yeah!!!!!!

Additional details on each of the above will be forthcoming.

11.4 Athletics

Winchester Baseball – Late Season Concluding

Ultimate Frisbee is ongoing

Kickball is ongoing

Reviewing Winter Programming

Preparing for closure of Bodie Grim and Henkel Harris Fields for Renovations. Construction is slated to begin October 5, 2020.

11.5 Community Recreation

Private Music Lessons – Being Scheduled

Community Yoga and Veterans' Yoga in Planning Stages

Staff is Developing a Plan for Safe Return to Community Recreation Programming

11.6 Child Care

School Year – Full day program developed and approved, registration began Monday August 24, 2020 and is Continuing. Program Modeled after WPS Hybrid Program. Currently have 20 children registered, 10 each Day Four Day Per Week.

12. Additional Items -

12.1 September 11, 2020 Observance

Virtual observance presented. Good feedback

12.2 Ash Tree Removal/Replacement Program –

Coordinating with Virginia Department of Forestry to Remove and Replace Dead and Standing Ash Trees killed by the Emerald Ash Beetle. This is a 50%-50% matching grant. Currently 14 Ash Trees have been accepted in the program by VDOF

12.3 Board Membership Status

Regina Coates Eligible for Re-appointment. Awaiting Confirmation

Shelly Lee – Term has expired serving until vacancy filled

Hector Robertson – Term expired serving until vacancy filled

Katie Jordan – Term expired – position filled

Newly Appointed Advisory Board Members

Chris Way – Appointed - July 14th – 3 yr. term 7.13.2023 Conducted Orientation/Review

B. Scott Jenkins – Appointed July 14th – 3 yr. term 7.13.2023 Conducted Orientation/Review

13. Next Regular Meetings –

13.1 Monday, October 26, 2020

6:30 PM

War Memorial/Active Living Center – Social Hall

13.2 Monday, November 16, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

14. Closing Comments Director – Out of Office 10.2 – 10.12

15. Closing Comments President

16. Closing Comments Board Members

17. Motion to Adjourn